

Attachment 1. LDRD Program Review

DOE/NNSA LDRD Roles, Responsibilities and Guidelines

The LDRD Program Review is a process, conducted annually between May and September, that evaluates the laboratory's compliance with DOE Order 413.2B, the LDRD program results, and the operation of the laboratory's LDRD management system, including the project selection process. The annual review in conjunction with the reasonableness of the LDRD Program Plan, the Site Office's recommendation, and the laboratory's overall performance in managing its LDRD program, forms the basis for the decision on the laboratory's LDRD program plan and maximum level of funding for the next fiscal year.

The annual review includes submittal of a program assessment for the prior fiscal year by the laboratory to the CSO/Deputy Administrator for NNSA and the DOE/NNSA Site Office Manager. This assessment may be submitted as a separate document or included in the annual report or annual program plan as agreed upon by the laboratory and the CSO/Deputy Administrator for NNSA and the responsible Site Office Manager. The assessment includes the following:

- A statement from the laboratory director or designee affirming the quality of science and engineering, program relevance, and adherence to compliance requirements for the LDRD program;
- A description of the laboratory's LDRD management process;
- A description of the peer review process by which the LDRD research is evaluated;
- A financial overview;
- A summary of the LDRD portfolio's relatedness to laboratory initiatives and strategic plans;
- A summary of the performance indicators listed in Attachment 3; and
- An assessment of the program's value to the laboratory and DOE and, if any, proposed areas for improvement

As part of the annual review, each CSO/Deputy Administrator, NNSA or designee conducts a meeting attended by representatives of the DOE/NNSA site offices and the laboratories. The depth to which each laboratory program is reviewed at this meeting is determined by the CSO/Deputy Administrator, NNSA or designee and will be commensurate with the size of the program and its history of compliance and effectiveness. Generally, each laboratory review includes the following:

- A review of the administrative/management structure of the program (current and changes for the upcoming fiscal year);
- Prior fiscal year program technical accomplishments;
- Current fiscal year program expected technical accomplishments; and
- Proposed technical program activities for the next fiscal year.

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